

An MND Statutory Board

## REGISTRATION INSTRUCTIONS FOR FIXED INSTALLATION CONTRACTOR

- (1) You are encouraged to register yourself into the new registrable activities for Fixed Installation Contractors during your allocated period. You may refer to the email sent to you by BCA at a later date to schedule you for the registration.
- (2) Please proceed to eBACS webpage at <https://www.bca.gov.sg/eBACS>
- (3) You may refer to the link below on the User Guide to register an eBACS account and create a CRS application.  
[https://www.bca.gov.sg/eBACS/Document/eBACS\\_User\\_Guide.pdf](https://www.bca.gov.sg/eBACS/Document/eBACS_User_Guide.pdf)
- (4) Application of Registrable Activities

### 4(a) Firms with RW02 and/or RW03 registration **expiring after the 6-month grace period:**

Add one or more of the 6 new workhead(s). You may refer to the Table 1 in this document on the types of Lifts, Escalators and Mechanised Carpark System (“MCPS”) registrable activities and their associated workheads available for selection. Then click Next.

The screenshot shows the eBACS website interface. At the top, there is a navigation bar with links: HOME, MY APPLICATION, COMPANY INFORMATION, INBOX, USER GUIDE, ACCOUNT, and LOGOUT. Below the navigation bar, there is a progress indicator: 1 Start → 2 Select → 3 Confirm. The main content area is titled 'New Application' and contains the following form elements:

Please select the workhead and the grade to apply:

Workhead :  Grade :

No	Applied Workhead(s)	Grade	Remove
1	RW02A - Lift Installation Contractors	Single Grade	<input type="button" value="Remove"/>
2	RW02B - Lift Maintenance Contractors	T1	<input type="button" value="Remove"/>

Select your desired workheads for new applications.

For RW02B, please select one desired tier under grade

**4(b) Firms with RW02 and/or RW03 registration expiring during the 6-month grace period:**

Under renew, please select your desired CRS workhead(s) for renewal. The option to add new workheads for Fixed Installation would then be made available for your selection at the bottom, as shown. *(Any selection of renewal of RW02 or RW03 workheads will be reflected as \$0 and shall not be considered for application)*

Proceed to add one or more of the 6 new workhead(s). You may refer to the Table 1 in this document on the types of Lifts, Escalators and Mechanised Carpark System (“MCPS”) registrable activities and their associated workheads available for selection. Then click Next.

The screenshot shows the eBACS web application interface. At the top, there is a navigation bar with links: HOME, MY APPLICATION, COMPANY INFORMATION, INBOX, USER GUIDE, ACCOUNT, and LOGOUT. Below the navigation bar, a progress indicator shows '1 Start' followed by '2 Select' (highlighted) and '3 Confirm'. A red error message states: '- Please select at least one workhead to renew.' Below this, a table titled 'Renew Registered Workhead(s)' lists three workheads for renewal:

No	Renew Workhead(s)	Grade	Renew (Yes/No)
1	ME09 - Lift & Escalator Installation	L1	<input type="checkbox"/>
2	RW02 - Lift Contractors	Single Grade	<input type="checkbox"/>
3	RW03 - Escalator Contractors	Single Grade	<input type="checkbox"/>

A callout box points to the 'Renew (Yes/No)' column, stating: 'Select your desired workhead(s) for renewal.' Below the table, a red warning message reads: 'Please note for renewal application, no partial renewal of workhead(s) is allowed. Any workhead(s) not renewed in this renewal application will have to re-apply as an "Addition" application.' Underneath, there is a section for 'Additional Workhead(s)' with a dropdown menu for 'Workhead' (set to 'Please select') and a dropdown for 'Grade'. An 'Add' button is next to it. A second callout box points to this section, stating: 'Select your desired workheads for new applications. For RW02B, please select one desired tier under grade'. Below this, a table titled 'Applied Workhead(s)' shows two added workheads:

No	Applied Workhead(s)	Grade	Remove
1	RW02A - Lift Installation Contractors	Single Grade	<input type="button" value="Remove"/>
2	RW02B - Lift Maintenance Contractors	T1	<input type="button" value="Remove"/>

At the bottom of the page, there is a green 'Next' button.

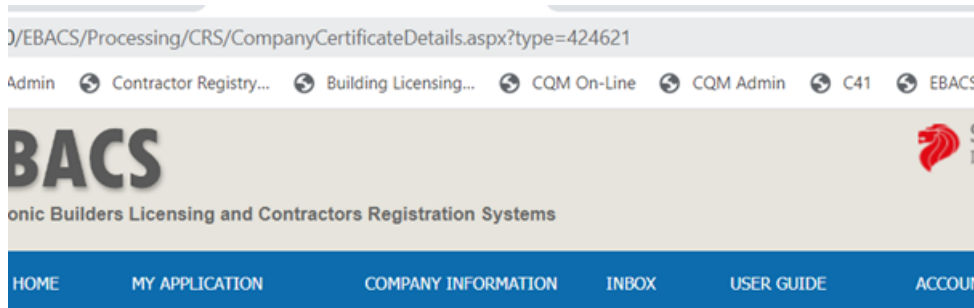
<b>Registrable activity</b>	<b>Regulatory Workheads in eBACS</b>
a. Carrying out fixed installation works for lifts	RW02A
b. Maintenance, inspection or testing of lifts or any combination of these activities *	RW02B
i. Maintenance of all types of lifts	(RW02B-T1)
ii. Maintenance of lifts with a rated speed of less than 5 meters per second	(RW02B-T2)
iii. Maintenance of home lifts in residential units	(RW02B-T3)
c. Carrying out fixed installation works for escalators	RW03A
d. Maintenance, inspection or testing of escalators or any combination of these activities	RW03B
e. Carrying out fixed installation works for mechanised car parking systems	RW04A
f. Maintenance, inspection or testing of mechanised car parking systems or any combination of these activities	RW04B

*Table 1: Type of registrable activities and regulatory workheads*

*\* Registrants performing this class of registrable activity are required to comply with different conditions of registration, depending on the type of lifts the Registrants maintain, inspect and/or test.*

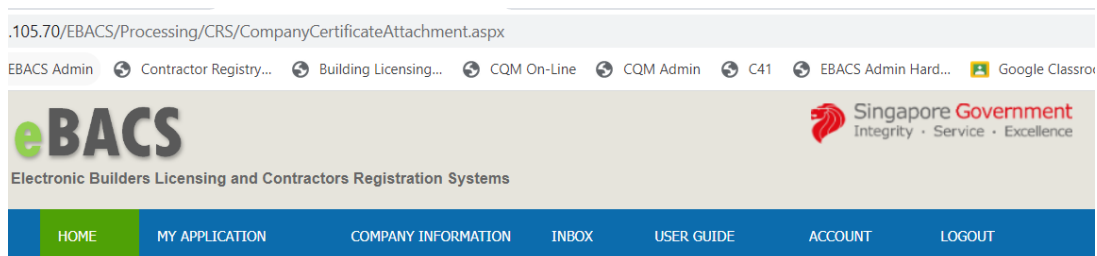
(5) Under Company Certificate Page, please select PWM as the Certificate Type. You are required to upload the ***Progressive Wage Plan*** form in the Supporting Document tab. The wage form can be download from eBACS or in the link shown below.

<https://www1.bca.gov.sg/regulatory-info/lifts-escalators/lifts-and-escalators-legislation>



Certification Type

Drop down and select PWM here.



Company Certificate

Certificate **Supporting Documents**

**Please Read**

- The maximum file size for each upload is 4MB.
- Only files (PDF, DOC, JPG, JPEG, GIF, TIFF, ZIP) are allowed.

Document	Status	Attach	File(s) Attached
ISO45001/ BizSAFE Star		Choose File No file chosen <input type="button" value="Upload"/>	
PWM		Choose File No file chosen <input type="button" value="Upload"/>	

Attach your completed PWM wage plan form here.

- (6) Under Technical Personnel Page, you are required to upload the ***Declaration of Technical Person*** in the Supporting Documents and other manpower submittals as stated in the [Condition of Registration](#). The declaration form can be downloaded from eBACS. You may refer to the table 2 below on the requirements for technical personnel with respect to the registrable activity or registrable activities.

Technical Personnel

Personnel Supporting Documents

+ View Registration Requirement for Technical Personnel

View Acceptable Disciplines for: [CS](#)

**CR01, Single Grade**  
1T and one personnel with BCCPE

**CR17, Single Grade**  
1T and one personnel with BCCPE

Helpful hints on registration requirement

No	NRIC/FIN	Name	Qual Type	License Holder	EP Expiry	Is Resigned	Action
1	123456789D	Peter Pan	P	No	N.A.	No	

← →

[Application Detail](#) > [Company Info](#) > [Financial](#) > [Company Certificate](#) > [Company Licence](#) > [Technical Personnel](#) > [Track Record](#) > [Other Supporting Documents](#) > [Submission](#)

Registered Workheads		Requirement for Technical Person(s) <sup>1</sup>	Minimum work experience
RW02A		3 persons (P <sup>2</sup> or T <sup>3</sup> )	P – 5 years T – 8 years
RW03A			
RW04A		1 person (P or T)	P – 0 years T – 3 years
RW04B			
RW02B	Maintenance of all types of lifts	3 persons (P or T)	P – 5 years T – 8 years
	Maintenance of lifts with a rated speed of less than 5 meters per second	2 persons (P or T)	P – 3 years T – 5 years
	Maintenance of home lifts in residential units	1 person (P or T)	P – 0 years T – 3 years
RW03B		2 persons (P or T)	P – 3 years T – 5 years

*Table 2: Technical Person Requirements*

<sup>1</sup> Technical Persons are persons who have a minimum number of years' relevant work experiences (as prescribed under column min work experience) for the respective registrable activities.

<sup>2</sup> A professional qualification with a recognised degree in Electrical/Electronics or Mechanical engineering or equivalent (hereinafter referred to as "P");

<sup>3</sup> A technical qualification with a recognised diploma in Electrical/Electronics or Mechanical Engineering or equivalent (hereinafter referred to as "T").

- (7) Please note that the payment for the 6 new registrable activities (RW02A, RW02B-T1/T2/T3, RW03A, RW03B, RW04A and RW04B) **will be made separately.**


**[Following steps are IMPORTANT]**

- (8) During the 6-month grace period, the processing fee will be displayed as \$0 for any of the six new registrable activities. Please record down the **APPLICATION NUMBER**. Our officers will advise you on the payable amount to be made by email subsequently.
- (9) During the payment process (via QR code or bank transfer – details shall be shared in the email when BCA inform you of the payment amount after your application), you **MUST** indicate the APPLICATION NUMBER under remark when making payment.
- (10) Once the payment is made, please **do a screenshot of the payment summary**, and email us together with the screenshot at [bca\\_ebacs@bca.gov.sg](mailto:bca_ebacs@bca.gov.sg)

**Note:** If your application includes other CRS workheads (i.e., ME09), you must continue to make payment via the payment options provided for these non fixed installation workheads. However, you still need to make offline payment for any of the 6 new fixed installation registrable activities. Please follow Step 9 & 10 to make such payment accordingly.

**For transactions above \$5,000, you can only make your payment through ibanking.**

Payment using Credit Card (VISA / MasterCard) OR eNETS Debit (Internet Banking)



You have selected the following workhead(s) for application.

No	Application Type	Applied Workhead(s)	Applied Grade	Processing Fees
1	N	SY12 - Pipes	L1	\$552.00
2	N	RW02B - Lift Maintenance Contractors	Single Grade(T1)	\$0.00
Total :				\$552.00

### Contractors Registration

Application No	Application Type	Application Status	Created Date	Submission Due Date	Submitted Date
A0700749	New Application	Application Approved	26 Apr 2007	-	26 Apr 2007
A1200874	New Application	Application Approved	02 Mar 2012	-	02 Mar 2012
A1600475	New Application	Application Approved	20 Jan 2016	01 May 2016	07 Mar 2016
A2200121	New Application	Processing	16 Nov 2022	01 Mar 2023	16 Nov 2022

Please record this Application Number